

SECRET

26 June 1984

MEMORANDUM FOR:

25X1

FROM:

J. Kenneth McDonald
Chief, DCI History Staff

SUBJECT:

Request for [] Editing Assistance

25X1

1. As you requested in your 19 June 1984 memo to me, I'm glad to arrange for [] to help produce the newsletter your division publishes every other week.

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2. I understand from Don that he is entirely willing to undertake this, and that he expects ordinarily to be able to produce the newsletter by working at your offices every other Wednesday before the bi-weekly publishing deadline. We recognize that he may occasionally need more time than this.

3. If this work on the newsletter should begin to conflict with his assigned duties here, Don, you and I can reconsider this arrangement.

/s/

J. Kenneth McDonald

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OSO-1007-84

19 JUN 1984

MEMORANDUM FOR: Chief, History Staff,
Office of the Executive Secretariat, DCI

FROM: [REDACTED]

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SUBJECT: Request for Editing Assistance by [REDACTED]
[REDACTED]

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1. Action Requested: Agree to allow [REDACTED] to perform the editing and publication tasks for the biweekly Signal Analysis Highlights produced by the [REDACTED] of the Office of SIGINT Operations (OSO). [REDACTED]

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2. Background: [REDACTED] of the Office of SIGINT Operations (OSO) in DDS&T produces intelligence reports summarizing its signal analysis findings. Among the publications produced is a biweekly report called the Signal Analysis Highlights (SAH). An example of an SAH is attached. [REDACTED]

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3. Presently, [REDACTED] is experiencing a critical backlog in the publication of its more detailed reports called Signal Analysis Reports (SARs). I am looking for ways to free up time for the division's editor to concentrate on clearing this SAR backlog. Since [REDACTED] served as the editor in this division for many years prior to his assignment on the History Staff, he is uniquely qualified to assist. The biweekly SAH editing and publication task represents a well-defined, easily segmented portion of the division's report production. In conversations with [REDACTED] he indicated that the SAH editing and publication could be done without adversely impacting his primary responsibilities on the History Staff. [REDACTED]

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4. Your assistance in this matter is greatly appreciated. If you have any questions, please feel free to contact me on extension [REDACTED]

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Attachment:
As Stated

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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SUBJECT: Request for Editing Assistance by

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CONCUR:

Chief, History Staff

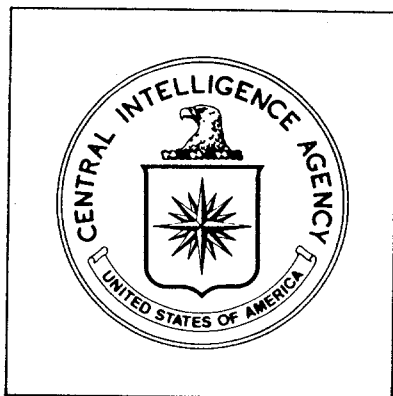
Date

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Signal Analysis Highlights

24 APR 1984

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SO SAH 84-009

23 April 1984

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